

FIRE CHIEF

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention and public education, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Board of Fire Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions and for planning purposes; analyzes and organizes data so that it can be used for planning and problem solving.

Establishes and maintains a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints.

Establishes a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel. Develops a report system to be used to analyze the quality of fire service.

Manages the operation of the general accounting system for the department. Supervises the recording of expenses, disbursements, and related transactions of department accounts in order to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Prepares a departmental operating budget.

Supervises a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally completes any forms or records required of the Chief Administrative Officer. Writes letters in answer to written or oral requests addressed to the fire department.

Promotes a positive image of the department in the daily performance of duties through interaction with the public, federal, state, and local agencies. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Attends any required meetings to give reports, offer advice, make recommendations, give speeches, and keep informed on local trends that may affect the fire service. Acts as department representative to the news media, by releasing information and answering questions concerning the work of the department.

Determines target areas for fire prevention or public education efforts. Develops a public education program to meet identified community needs. Produces instructional material to be used in fire prevention and other public education programs within the community. Writes speeches and structures demonstrations on fire prevention or related topics to be given to schools, clubs, or civic groups.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

After offer of employment or promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least three (3) years of progressively responsible experience in fire service positions,

at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management. Must have a minimum of three (3) years of fire suppression experience.

OR

Must have an associate degree in fire science or fire administration, or a bachelor's degree in an unrelated curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management. Must have a minimum of five (5) years of fire suppression experience.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management. Must have a minimum of six (6) years of fire suppression experience.